

California Energy Commission



CLASSIFICATION:	Office Technician (Typing)
TENURE/TIME BASE:	Permanent/Full Time
SALARY:	\$ 2,809 - \$3,515
LOCATION:	Energy Assessments Division, Supply Analysis Office Sacramento
FINAL FILING DATE:	Until Filled

The mission of the Energy Assessments Division (EAD) is to conduct assessments of California's electricity, natural gas, and transportation fuels systems and trends, and provide information to the state's decision-makers and the public for the development of policies that balance the need for adequate energy resources with the state's economic, public health, safety, and environmental goals. The division's emphasis is on building staff capabilities in the latest modeling and analytical techniques.

DUTIES/RESPONSIBILITIES include but are not limited to:

The Office Technician (Typing) is under the general direction of the Energy Resources Specialist III (M) (ERS III) of the Supply Analysis Office (SAO) within the EAD. The Office Technician independently performs the most complex clerical and technical support duties for the ERS III, four supervisors, and a staff of professional energy analysts and specialists. The incumbent interacts with a variety of staff within EAD and the Energy Commission, either while providing support to or representing the SAO, or working collaboratively and cooperatively with other EAD or Energy Commission staff on various work activities. The incumbent also interfaces with individuals and entities external to the Energy Commission. Examples of duties performed by the Office Technician:

- Performs independently complex, technically advanced clerical support duties for the SAO.
- Reviews, edits, types, and also prepares tables, charts, and graphs for SAO's written reports.
- Reviews outgoing correspondence and documents for consistency, format, and grammatical construction.
- Prepares correspondence and also provides justifications as needed for administrative matters.
- Maintains tracking and filing systems for administrative and other SAO documents and reports.
- Makes in-state and out-of-state travel arrangements for office staff.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to work independently
- Ability and willingness to represent the SAO in a professional manner
- Ability to understand the work of the SAO and to handle inquiries by providing appropriate information or directing to appropriate staff
- Proficiency in Microsoft Office Suite products; e.g., WORD, Excel, and PowerPoint programs
- Accurate typing and proofreading skills
- Excellent interpersonal skills and the ability to successfully work within a larger team environment.

(over)

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #810-260 and Position #810-1139-802 in the “Explanation Section” of the STD. 678.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
ATTN: RPA #810-260
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statements:

<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 654-4305 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922